

EMERGENCY SERVICES COORDINATOR
SENIOR EMERGENCY SERVICES COORDINATOR

Class No. 005865
Class No. 005864

DEFINITION:

To coordinate emergency and disaster activities; consult, develop and evaluate duties in the preparation, implementation and maintenance of emergency plans, response operations, relief, recovery mitigation and preparedness programs; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Emergency Services Coordinator is a professional class series with responsibility for planning and analyses of disaster emergency plans which leads to the development and implementation of county operational area policies and programs governing the county's emergency response and recovery operations (i.e., disaster preparedness, rescue and recovery, evacuations and shelter operations). This class series also coordinates emergency and disaster preparedness activities that are inter-jurisdictional and regional in scope.

Emergency Services Coordinator: This is the journey level class. Under general supervision, incumbents independently research and complete technical, and analytical assignments relevant to planning, development, implementation and coordination of emergency management operations and programs.

Senior Emergency Services Coordinator: This is the lead-level in this series. Under direction, incumbents function as project leaders, perform the most difficult, complex and sensitive assignments, and provide technical guidance to lower class incumbents. This class differs from the next highest class, Assistant Director, Office of Emergency Services, in that the latter is an executive level class responsible for directing the work of the county's emergency management public service and support programs in the absence of the director.

EXAMPLES OF DUTIES:

Researches, develops and maintains disaster emergency plans; plans, designs and executes emergency response exercises; recommends utilization of emergency response personnel, equipment and supplies during emergencies; conducts legislative analysis of disaster preparedness and related legislation; maintains, updates information and appropriate records of assigned areas of responsibility; develops and writes reports; maintains, updates resource manual; advises and assists various groups in disaster preparedness efforts; assures readiness of emergency operations facilities, equipment and personnel; participates in the State Emergency Management Mutual Aid Program and may be required to respond to emergencies throughout California; may be assigned to coordinate emergency resource allocations, personnel and materials, and the dissemination of public information in a disaster situation.

Office of Emergency Services:

Acts as liaison and coordinator between county agencies, private sector, local jurisdictions, and state and federal agencies; prepares checklists and emergency procedures manuals; participates in emergency simulation exercises; assists in training emergency service workers; prepares information sheets and brochures, advises schools, citizens, and industry groups in preparing for and recovery from emergencies and disasters; serves as Staff Duty Officer on a rotational basis; coordinates necessary emergency response materials and personnel; operates emergency communication systems and equipment; activates and staffs emergency operations center; conducts damage assessment and assists in recovery activities in the event of an emergency.

Office of the Sheriff:

Acts as liaison and coordinator on matters related to disaster preparedness between the Sheriff, the County Office of Emergency Services, local law enforcement, Mutual Aid Cosignatories and the State of California Office of Emergency Services, Law Enforcement Division, to ensure proper coordination with Sheriff Department plans, and to ensure proper operation of assigned functions as mandated by law or local ordinance; advises and assists assigned groups in the Sheriff Department's emergency and disaster preparedness effort; writes emergency operation plans.

Senior Emergency Services Coordinator :

All of the duties listed above and: assists in training subordinate Emergency Services Coordinators; coordinates and administers a complex and technical emergency program (i.e. Hazardous Materials Response and Nuclear Power Plant Response Planning); serves as lead person or project coordinator on the most difficult and complex emergency management projects; formulates program and policy direction and alternatives which are highly complex; selects and develops methodologies for implementation and acts as a liaison with the Department of Environmental Health and the City of San Diego.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: ESC = Emergency Services Coordinator
 SESC = Senior Emergency Services Coordinator

Knowledge of:

| <u>ESC</u> | <u>SESC</u> | |
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| G | T | Emergency management techniques in such areas as flood protection, fire fighting, evacuation and relocation; shelter management, disaster communications, radiological and nuclear defense and hazardous materials incidents. |
| G | T | Interrelationships, responsibilities, goals and functions of local, state and federal government in planning, conducting and implementing emergency services. |
| G | T | Geographic and demographic characteristics of Southern California. |
| G | T | Logistics and operations planning techniques to coordinate and evaluate methods of service delivery of emergency personnel and materials. |
| G | T | Management Information Systems (MIS) and computer applications. |
| G | T | Training techniques for development of emergency service personnel. |
| G | T | Techniques for analysis and assessment of the kind and extent of damage caused by various types of disasters. |
| T | T | Evaluate quantitative and qualitative information. |
| G | T | Governmental responsibilities, programs and response plans for hazardous materials spills and/or nuclear emergencies. |

Skills and Abilities to:

The following apply to all classes:

- Coordinate and monitor emergency personnel activities, equipment and supplies.
- Coordinate a variety of emergency services with both technical and lay personnel.
- Prepare and edit comprehensive reports, correspondence and plans involving detail, statistical and other data, or instructions.
- Read, interpret and follow regulations and directives.
- Identify emergency and safety exposures.
- Analyze and recommend loss mitigation, prevention and control strategies, policies and programs.

- Develop and implement emergency and education activity programs and training.
- Communicate effectively both in oral and written form.
- Establish and maintain effective working relations with individuals, groups, and public agencies
- The operation and use of common office equipment including personal computers and copiers.
- Interpret state and federal rules, regulations and directives governing disaster and emergency services.
- Prepare and edit comprehensive reports and plans involving detail and coordination.

Senior Emergency Services Coordinator (in addition to the above):

- Coordinate and administer a complex and technical emergency program.
- Direct and lead others.

EDUCATION AND EXPERIENCE:

Education, training and/or experience which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

Emergency Services Coordinator:

1. A bachelor's degree from an accredited college or university; AND six (6) months work experience in the research, analysis and integration of information of social, economic, environmental elements and physical factors directed at emergency services planning or civil defense or operations: OR
2. A Certificate in Emergency Management, or its equivalent, issued by the International Association of Emergency Managers (IAEM) or comparable, recognized management association, AND six (6) months work experience in the research, analysis and integration of information of social, economic, environmental elements and physical factors directed at disaster preparedness planning or civil defense planning or operations; OR,
3. Two (2) years of experience in research, analysis and integration of information of social, economic, environmental elements and physical factors directed at disaster preparedness planning or civil defense planning or operations or experience in program development, coordination and administration in a public or private agency, preferably in emergency management.

Senior Emergency Services Coordinator:

1. Two (2) years of experience as an Emergency Services Coordinator in the County of San Diego; OR
2. A Certificate in Emergency Management, or its equivalent, issued by the International Association of Emergency Managers (IAEM) or a comparable, recognized emergency management association, AND, three (3) years work experience in emergency management, emergency response or recovery; OR,
3. Five (5) years of experience with responsibilities in research, analysis and integration of information of social, economic, environmental elements and physical factors directed at disaster preparedness planning or civil defense planning operations, AND, a bachelor's degree from an accredited college or university.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS :

License:

A valid California Class C driver's license by time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Some positions require a license, issued by the State of California, to handle radiological equipment.

Working Conditions:

Subject to 24-hr. stand-by, call back, shift and weekend work during emergencies or potential emergencies.

Probationary Period:

Incumbents appointed to permanent positions in this class serve a probationary period of twelve months. (Civil Service Rule 4.2.5)